

# St. Mary's Central Catholic School



2018-2019

## Handbook of Policies and Regulations

1703 N Adams  
Odessa, TX  
(432) 337-6052  
[www.smccsodessa.org](http://www.smccsodessa.org)

## MISSION STATEMENT

To Teach as Jesus Taught:

Students at St. Mary's Central Catholic School will achieve a quality education with a strong academic program in a positive Catholic environment.

## Vision Statement of Curriculum

We, the educators of St. Mary's Central Catholic School, hold forth this vision of a curriculum of excellence for all of our students. We have a vision of curriculum that is as follows:

1. **Meaningful:** The curriculum emphasizes the active construction of meaning so that all students find purpose.
2. **Technological:** The curriculum uses technology as one delivery system, examines the influence of technology on students' lives, and gives students the skills they need to use technology to accomplish their own purposes.
3. **Socially Responsible:** The curriculum develops in students a sense of social responsibility, so they become aware of their obligations and duties not only as Catholics in the Catholic community, but also as citizens in a democracy who are especially sensitive to the needs of the poor and the aged.
4. **Multicultural:** The curriculum reflects and is responsible to the cultural diversity of this community, state and nation so that students may develop a sense of pride in their own heritage and a respect for others.
5. **Reflective:** The curriculum fosters in students the skills and attitudes of reflection so they are able to think critically, creatively, and affirmatively.
6. **Holistic:** The curriculum gives appropriate emphasis to all the significant aspects of growth and all types of human intelligence.
7. **Global:** The curriculum develops in students an awareness of global interdependence in all aspects of life with a primary emphasis on God as the Alpha and the Omega.
8. **Open-Ended:** The curriculum is open-ended in two ways: It is open to revision and continued refinement. It provides open access to all students with high expectations for all in order to avoid tracking any student into a curriculum that does not maximize that student's ability to reach his/her potential.
9. **Outcomes Based:** The curriculum focuses on outcomes so that students may develop the critical skills and acquire the knowledge they need for effective lifelong learning as full functioning citizens in a changing society.
10. **Catholic:** The entire curriculum is built upon the teachings of Jesus as presented by the Universal Catholic Church with an emphasis on God's role in every area of the curriculum and every part of life in order to empower our students with the knowledge they will need to make the best possible decisions in all areas of life.

## **Goals Consistent with Our Vision**

Our curriculum will stress the following goals for our students in pursuit of our noble Vision. As a community of educators, we will promote the following in our everyday interactions with the students of St. Mary's Central Catholic School.

- Learning Skills
- Academic challenges based on students' appropriate cognitive levels of understanding
- Read with understanding and critical judgment
- Promotion of metacognitive awareness in all students
- Write clearly and effectively and use writing as a way to learn
- Speak and listen well, especially in structured situations
- Use mathematical problem-solving processes
- Reason logically and think critically
- Study and learn effectively
- Use computers to solve problems, compose and process information

Learn important concepts and the special skills of:

- Catholic Teachings
- English Language, Composition, Grammar Usage and Literature
- Mathematics
- Science
- Social Studies
- The Fine Arts
- Health
- Interpersonal skills and desirable attitudes toward work, study and faith
- Develop a positive self-image
- Make sound moral decisions based on the teachings of the Catholic faith
- Develop special interests and leisure activities that are constructive, healthy, socially responsible and contingent upon the teachings of the Catholic Church
- Cope with changes in family, community and society
- Value own ethnic identity and respect for that of others
- Become a contributing member of the family
- Instill Christ like attitudes

## 1. ACCREDITATION:

St. Mary's Central Catholic School is fully accredited by the Texas Catholic Conference Education Department through a process completed April 1987. The third cycle of accreditation was completed in October 2013. The fourth cycle will be completed in 2021.

## 2. ADMISSION:

A. Students entering PK3, PK4, or Kindergarten must be three, four or five years old, respectively, on or before September 1<sup>st</sup> and be fully potty trained\*. Students transferring into grades 1-8 are required to have average grades, satisfactory conduct, and a letter of recommendation from the child's teacher. Transfer students **MUST** have an interview with the principal. When a student is assigned grade placement, a probationary period exists for 6 weeks during which time a decision is made whether or not the school can meet the needs of the child. At the end of the fifth weeks, the principal meets with the parents to inform them of the acceptance of the student or the need for the parents to enroll the student elsewhere since the school is not able to meet the needs of the student.

\* **“Fully Potty Trained”**: Child must be able to use the bathroom, tuck in their shirts, and pull up their pants without assistance. Diocesan policy prohibits teachers from physically helping children with bathroom skills.

B. Parents seeking enrollment for home-schooled students must furnish, at the parent's expense, the results of a standardized test. The student will be interviewed and tested in the areas of language arts and mathematics. The home-schooled student will enter into a probationary period of 6 weeks to determine if the school can meet the needs of the student. After that time, the principal will inform the parents of the acceptance of the student or the need to seek enrollment elsewhere.

C. St. Mary's Central Catholic School maintains the right to give preference to Catholic students.

D. St. Mary's Central Catholic School does not discriminate on the basis of race, sex, national origin, or age in its employment or admission policies.

## 3. AFTER SCHOOL PROGRAM – Must be prepaid.

An After School Program is available from 3:30 - 5:30p.m. on regular school days. The schedule includes supervised study and supervised recreation activities. Parents must go into the class-room to sign out their child. **Payment for after school care should be made by the month.** Students not picked up by 3:30p.m. will be signed in for the After School Program.

A late fee of \$15 for the 1st 5 minutes and then \$1 per minute (after the 1st 5 minutes) will be applied if students are picked up after 5:30. If late pickup becomes excessive this service will no longer be available for that student.

Cost: \$ 6.00 for one child per day  
 \$ 9.00 for two children  
 \$ 12.00 for three children

#### 4. ASBESTOS REPORT:

St. Mary's Central Catholic School maintains an Asbestos Management Plan to assure the safety of its students, teachers, employees and other occupants of the school district's buildings. In order to comply with 40 CFR Part 763, Asbestos Containing Materials in Schools, published by the Environmental Protection Agency; the Management Plan includes location of asbestos containing building materials and measures for control of asbestos containing building materials. The plan is available for public view at the school's Administration Office, Odessa, Texas.

#### 5. ATTENDANCE/ABSENCE/TARDINESS:

A. Regular and punctual attendance at school is expected and required. Students will meet in the Church at 7:50 a.m., students arriving after 7:50 a.m. will be counted tardy. St. Mary's Central Catholic School is not responsible for students left on campus earlier than 7:30 a.m. Students should not be dropped off in front of the church after 8:00 a.m. as the Church doors will be locked. **After 8:00 a.m., students, with a parent, should enter the school through the front office to obtain a tardy slip and sign in at the front office.** The value of regular attendance cannot be overemphasized. St. Mary's Catholic School follows the state compulsory laws according to the state legislature. §25.085 (Compulsory Attendance) Regular attendance is essential to maximize academic achievement. When a student is absent, the parent or guardian must call the school office at 432-337-6052 to explain the child's absence. Missing school **for part of the day** for the following reasons are excused.

- Medical and dental needs of students
- Death in the immediate family
- Emergency situations for the immediate family

B. When a student returns to school, a signed note by the parent/guardian, explaining the absence, must be presented to the office personnel before the child goes to the classroom. Each day of absence must be mentioned in the note. A telephone call to the office does **NOT** replace the note.

C. If a student misses more than 5 days in the semester and the reason for each absence is not one listed above, the parent and student must meet with their teacher and an administrator to discuss solutions.

D. Once at school, students may not leave the school grounds without the expressed permission of the principal. If a student is to be picked up by an individual other than the child's custodial parent/guardian, the individual must be listed on the student identification card in the office and the individual must sign the student out. **We reserve the right to request identification of any individual who may be picking up a student.**

E. All students who arrive at school after 7:50 a.m. are considered tardy. When a student is tardy they must explain the tardiness and obtain a tardy slip before going to class. Students with excessive tardies will have a consequence to be determined by the teacher and/or administrator. Work and tests will not be granted a retake opportunity or make-up opportunity at the teachers discretion. If the tardy problem persists, the parent will be asked for a conference with the teacher and administrator. All students will be granted 10 tardies a year. That will be 5 in the fall and 5 in the spring. After the 5 tardies are used each student will be fined \$5.00 per additional tardy. Being on time is essential for adequate use of class time and student learning.

F. Students coming to school after 9:30 a.m. or leaving before 2:00 p.m. will be counted absent for 1/2 day.

Prompt and regular attendance is essential for each child's daily school performance. Absences or tardies interfere greatly with student progress. It is the responsibility of the parents to make sure students attend school and are on time. In order to receive school credit, the student must have attended 90% of the days the class is offered. Excessive absences or tardies will jeopardize re-enrollment status for the following year. Absences for health-related reasons, family emergencies, and medical appointments do not apply. Individual consequences for repetitive absences will be evaluated on a situational basis. Missed assignments are the student's responsibility and not that of the teacher.

#### **A. Absence**

A student who has been absent must present the teacher with a written excuse from a parent or guardian. Parents are asked to call the school office (337-6052) before 9:00 AM if their child is absent. Homework request can be given at that time. A child that leaves before 12:00 PM will receive an absence equivalent to a half-day. Taking children out of school for an extended vacation during the year is strongly discouraged.

**Excused Absence:** An excused absence is one which the family has no control such as student illness, doctor's appointment (must bring doctor's slip for excused absence), serious illness or death in the family, school-sponsored trips or an emergency. The administration reserves the right to distinguish between excused or unexcused absences.

**Unexcused Absence:** Any absence that does not meet the above criteria is considered unexcused.

**PLEASE REMEMBER THAT EXCUSED AND UNEXCUSED  
ABSENCES ARE COMBINED TO TOTAL 18 ABSENCES. TEA CODE  
§25.085 (Compulsory Attendance)**

#### **B. Tardiness**

School begins at the 8:00 AM bell. Occasionally everyone experiences difficulty getting to school on time but habitual tardiness is a serious problem. Promptness shows respect for the learning process and being on time allows the student to take advantage of his/her education as well as not disturbing/distracting other students in the classroom. Students arriving in the classroom after the 8:00 AM bell are considered tardy and must report to the office for tardy slips. Any tardies due to a doctor's or dentist's appointment, the student is required to bring an "excuse slip".

**Elementary Level:** If a student receives more than five tardies in a grading period, parent will be notified by the teacher. If a student accumulates nine tardies in a grading period, the student will receive an unexcused absence. The student and parents will meet with the teacher and an administrator to discuss consequences. Consequences could include work and tests not being granted a retake opportunity or make-up opportunity at the teachers discretion

detention/suspension. The administration reserves the right to excuse tardies due to unforeseen circumstances.

**Middle School Level:** Middle School Tardy Policy is that each unexcused tardy will be counted as a reminder. Excused tardies include doctor visits, dentist visits, etc. Students must return to school with a note from doctor which will be kept in with student's records. A Serious Infraction Notice will be mailed to the parent after 3 unexcused tardies. After 5 unexcused tardies, a meeting between the student, parent, teacher and administrator will be held to discuss the issues as well as the student will be placed in In-School Suspension (ISS). Work and tests will not be granted a retake opportunity or make-up opportunity at the teachers discretion. Parents will be responsible for paying a substitute of the ISS. Tardies between classes are not permissible and marks will be made on Responsibility Card.

### **C. Early Dismissal**

If, for some reason, a student must leave before the regular time of dismissal, a parent must notify the school either in writing or by phone. A student who leaves school early must be picked up at the school office. Every effort should be made to schedule medical and dental appointments after school, on school holidays or during vacation.

### **D. Emergency School Closing**

SMCCS may close or elect to have a bad weather day or delayed opening. Announcements to cancel classes or delay opening will be sent to local TV, radio stations and/or Renweb parent alert (parent communication system). In the event of an unscheduled early dismissal, parent will be notified.

### **E. Planned Vacations**

SMCCS calendar provides for vacation time and extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. DO NOT plan vacations during school time BUT if you must: The school office should be notified in writing at least 48 hours in advanced. This information will be shared with the student's teachers. *No assignments or tests will be given in anticipation of the vacation.* Assignments with due dates will be given when the student returns to school.

## 6. CAFETERIA/LUNCH:

A. Hot meals are provided daily at \$3.50 a day (\$2.50 for PK3 and PK4 students). Except in emergencies, all lunches **MUST** be pre-paid by the month. Milk may be purchased for .50 cents. **Carbonated drinks are NOT permitted at lunch. If you are interested in reviewing the school lunch guidelines please do so at [www.fns.usda.gov](http://www.fns.usda.gov).**

B. Students may bring a bag lunch from home.

C. In the cafeteria, students are expected to:

- Observe good dining room manners
- Leave the tables and surrounding area clean and orderly
- Talk in quiet conversational voices

D. Parents may have lunch with their child at the designated lunch period. Parents of Pre-K students are asked to wait until after the 1st Semester and parents of K-2nd grade students are asked to wait until after the 1st nine weeks to have lunch with their child. Parents eating with their child should sit at the designated table.

E. Anyone coming to have lunch with their child **MUST** sign in at the cafeteria. Parents bringing lunch for their child must bring them on time or the child will be provided a hot lunch at the parent's expense. **Lunches MUST be labeled, in print, with the student's name, grade level, and teacher. The person delivering lunch must place it on the designated table in the cafeteria (The office will not deliver lunches to students). The school is NOT responsible for lunches that are dropped off during school hours.**

## 7. CELL PHONES AND ANY ELECTRONIC DEVICES

Students are **NOT** permitted to have cell phones or any electronic devices in their possession during the school day.

A. First time offenders will have the phone taken away. Parents may pick up the phone in the office after school.

B. Second time offenders will receive a fine of \$10.00. Parents are required to pick up the students phone in the office before 4:30 PM. Students are not allowed to pick up the phone for their parents.

C. A student may utilize technology (laptops, video cameras, etc) for educational purposes only with the written permission of the teacher and parent.

## 8. CLASSROOM VISITATIONS:

All visitors, including parents, must report to the school office before visiting anywhere in the building. **PARENTS AND VISITORS MUST OBTAIN A PASS FROM THE OFFICE BEFORE GOING TO ANY CLASSROOM FOR ANY REASON.** Parents delivering items (other than lunches) to children must enter through the front door and may leave the items at the front desk or in the cafeteria. Parents are encouraged to make an appointment to visit with their child's teacher. Instructional time is precious and is guarded.

## **9. COMMUNICATION:**

Good communication between home and school is very important at SMCCS. Each Wednesday a communication folder containing pertinent information will be sent home with every child. A newsletter from the principal (containing important information upcoming events) will be sent with the youngest child of each family once a month. Please impress upon your child the importance of bringing home all school correspondence. Sign and date the communication folder after removing and reading the contents. The folder is to be signed by the parent and returned to the homeroom teacher .

## **10. CUMULATIVE RECORDS**

Student cumulative records are kept in the school office from the date of entrance until the date of withdrawal and/or upon completion of the eighth grade. The cumulative record contains the pupil's final averages, standardized test scores, and attendance. When a student withdraws, a copy of the cumulative record is sent to the receiving school upon written re-request from the receiving school. All debts **MUST** be paid before records are released.

## **11. CURRICULUM**

The curriculum at St. Mary's Central Catholic School follows the guidelines established by the State of Texas Catholic Conference Education Department and the Diocese of San Angelo. Basic to the curriculum is the study of Catholic Religion, English, Reading, Spelling, Mathematics, Science, Social Studies, Computer Education, Fine Arts, and Physical Education.

## **GRADES**

### **GRADES ON-LINE**

SMCCS posts on-line the grades via RenWeb ([www.renweb.com](http://www.renweb.com)). Parents can create a log-in to check grades by using this link, <https://www.renweb.com/Logins/ParentsWeb-Login.aspx>. An e-mail address must be on file with the school office to access the RenWeb system. Please take advantage of having access to your child's grades on-line by checking your child's progress regularly

### **PROGRESS REPORTS**

Teachers continually monitor each student's progress. Cooperation between school and home is essential to the development of each student. Therefore, a progress report is e-mailed to parents each mid - quarter to students in grades 1 -8 in all core subjects. Students in kindergarten or Pre-K do not receive progress reports at all.

### **REPORT CARDS**

Report cards inform parents of a student's progress in academics and the development of behavior, and grades are the result of the student's cumulative markings in any subject during that quarter. Report cards are issued at the end of each quarter and sent to the parents. A copy of the student's report card remains in the student's permanent file until graduation or transfer.

## AWARD POLICIES

### HONOR ROLL

Students in grades 1-8 will be eligible for six weeks and semester honor rolls by maintaining the following averages and obtaining a satisfactory conduct grade:

1. A HONOR ROLL:                   A grade of 90 or above in all subjects
2. A/BHONOR ROLL:               A grade of 80 or above in all subjects

### Honor Awards

Honor awards assembly will be done twice a year at the end of each semester for 1st - 5th grade only. Teachers must submit their list of honor awards to Tanya at the end of each semester.

Middle School Honor Roll will be posted on our website and in the front foyer.

Parents are asked to review the report card with their child. Discussion of strengths, weaknesses, and goal - setting motivates the student. Talking with a child about the report card also demonstrates parental interest and support.

### Excused Absence

**The student will have a one week window to turn in their work.**

### Late Work

All assignments received after they are due will receive a maximum grade of an 80% if turned in by the next school day. Assignments received by the start of the 2nd day after the due date will receive a maximum grade of a 60%. After 3 days, 40%, 4 days 20%, and after 5 days the assignment will be recorded as a zero.

In an effort to support student comprehension and preparation it is important that assigned work is completed on time. Assignments assigned the day on which a student was absent will be due the day that the student returns to school.

### GUIDELINES FOR HOMEWORK

- Kindergarten Assignments lasting 15 to 20 minutes, that require parental involvement such as book reading, review of letters, sounds, or numbers.
- Grade 1           30 minutes
- Grade 2           40 minutes
- Grade 3           45 minutes

- Grade 4        1 hour
- Grade 5        1 1/2 hours
- Grade 6,7,8    2 + hours•

Remember that these are approximate times. Occasionally, the assignments will take longer due to the level of difficulty of the topic, etc. At various times teachers give special projects that extend over several days or weeks. Homework will also take longer to finish if students do not begin long — term projects as soon as they are assigned. Homework left until the last minute tends to "pile up" and requires more time to finish by the due date.

In the event that your child's homework regularly exceeds the amount listed above and you are concerned, a note to the teacher or a conference might help identify the cause.

## **Grading Policy for grades 1<sup>st</sup>-8<sup>th</sup>**

### HOME ASSIGNMENTS

A reasonable amount of homework will be assigned daily. Homework time will vary in length and intensity depending on the student and the grade level. Students are expected to complete all homework assignments. Academic and/or behavioral consequences are applied when homework is not completed. Homework is a necessary part of serious academic study and should be completed on time every day. Parents should supervise the completion, but should not do the assignments. Students are allowed extended time to complete assignments only when given an excused absence. Participation in extracurricular activities is not a valid excuse for incomplete or late homework assignments. Students are responsible for getting homework assignments from their teachers. Parents can check for homework assignment via RenWeb.

### ACADEMIC RESPONSIBILITY

As parents and educators, we are dedicated to helping children to become responsible citizens. Students must learn not only responsible conduct behavior but also responsible academic behavior. To this end, students, especially Upper School students, are ultimately responsible for completing their own assignments and homework and for remembering to bring their own books, homework, assignments, and materials to class. Students are discouraged from calling home for forgotten books, homework, or materials.

Although teachers try their best to notify parents if students have lost books or materials or have received zeroes for missing assignments, it is the ultimate responsibility of the student to keep track of school assignments, grades, and materials and to relay this information to his or her parent. Students should make arrangements with teachers or outside tutors for extra help if further academic assistance is needed. At the beginning of the year, teachers will send home the times they are available to give students extra help.

### PROMOTION AND PROGRESSION THROUGH GRADES

Progress through the grades is a matter of achievement in the basic skills as well as of age, maturation, social and civic development. It is expected that the majority of students will be well adjusted and will move through the adopted course of study at the rate of one grade per

year. However, some students may experience difficulty in mastering the academic phases of the school program and will profit more from school if retained one grade. Special consultation with the parents, teachers, and principal will be arranged in sufficient time in each case. The final decision regarding a student's promotion and/or class placement within a grade rests with the school. We reserve the right to a six week probationary period for either high risk students, students not meeting criteria based on grade level expectations or students that are not performing at grade level.

## **12. EXTRA CURRICULAR**

Students are encouraged to participate in extra-curricular activities. This participation encourages the development of character, talents and responsibilities. Participation in after-school sports depends on satisfactory academic progress, regular and punctual attendance, and no outstanding debts owed to the school. Specifically, this means passing grades in all core subject areas, satisfactory conduct, and no excessive tardies and/or unexcused absences. The coach will request an eligibility report. Students are encouraged to complete a physical examination indicating he/she is in satisfactory condition prior to participating in sports activities.

## **DRESS CODE**

### Preschool

- Oxford Light blue Shirt or Peter pan collar for girls
- Oxford Shirt for Boys
- Girls must wear shorts under Jumpers
- Navy shorts, pants, skirt or Jumper
- Shoes with Velcro closures
- No open toed shoes, sandals, flip-flops
- Socks-solid black, navy blue or white, ankle
- Shirts should all be embroidered
- Embroidery
- No nail polish
- Hair must be clean cut with no dye

### Grades K-5

#### Boys

1. Oxford Light Blue Dress Shirt
2. Navy blue, twill, flat front pants
3. Navy blue, twill, flat front, walking shorts
4. Belts-solid black, brown or navy blue (no embellishments)
5. Socks-solid black, navy blue or white, ankle (must be visible above shoe tops)
6. Shirts should all be embroidered

#### Girls

1. Peter Pan collar oxford shirt
2. Navy blue, twill, flat front pants
3. Navy blue, twill, flat front, walking shorts (during short season only)
4. Belts-solid black, brown or navy blue (no embellishments)

5. Socks-solid black, navy blue or white, ankle or knee length (must be visible above shoe tops)
6. Shirts should all be embroidered

#### Boys/Girls

1. Shoes-Athletic/tennis shoes only. No lights, characters or wheels are accepted.

#### Mass Uniform for All Students

1. Shirt-light blue oxford shirt with Embroidery
2. Boys-Navy blue, twill, flat front pants
3. Girls- jumpers k-2

#### Grades 6-8

##### Boys

1. Selected polos from French Toast with embroidery. (Blue, Grey, Light Blue, ETC)
2. Khaki shorts or pants or navy blue
3. Belt
4. Athletic shoes (blue, black, white, grey)

##### Girls

1. Selected polos from French Toast with embroidery. (Blue, Grey, Light Blue, ETC)
2. Khaki shorts (5 inches top of kneecap) or pants or navy blue
3. Belt
4. Athletic shoes (blue, black, white, grey)

##### Boys/Girls

1. Shoes-Athletic/tennis shoes only. No lights or characters are accepted.
2. Hair must be not dyed and clean cut.
3. No nail polishes unless it's a clear coat.

#### Mass Uniforms

##### Boys

1. Navy Blazer, White Shirt, Khaki Pants and Plaid Tie

##### Girls

1. Navy Blazer, Plaid Skirt, White Shirt with or without cuffs, White or Blue Knee Highs, Plaid Tie

##### Shoes

2. Black or Brown Dress Shoes

**All uniform tops and blazers must be embroidered!!!**

### P.E. Uniforms

1. Navy blue athletic shorts
2. Gray t-shirt with SMCCS Logo (white box to write initials with permanent marker)
3. **GRADE DEDUCTION FOR NON-ATHLETIC WEAR BY 1 POINT FOR EACH DAY.**

### **NONE OF THE FOLLOWING WILL BE ALLOWED FOR ALL GRADE LEVELS**

**Bows bigger than a fist**

**No unnatural hair color of highlighted hair**

**No MAKEUP**

**Nail Polish**

**Exotic Hairdos**

### **JACKETS OR SWEATERS**

Only school color (navy, baby blue, grey, white, black) jackets or sweaters are acceptable to wear in the classroom and church. They may wear any other color jacket or sweater to school, but these jackets or sweaters will be removed in the classroom and placed in their locker or hung on their chair. They may wear them if they go to recess or if they go outside for PE.

### **BEHAVIORAL EXPECTATIONS**

When a student enters St. Mary's Central Catholic School, the student and parents have demonstrated acceptance for the school's standards, rules and regulations. One of the most important lessons educations should be student conduct. While it does not appear as a subject, it underlies the whole educational structure. Conduct is the training that develops self-control, character, orderliness and efficiency. It is the key to positive interactions, consideration for others, inner peace and happiness.

#### **A. Purpose of Conduct**

- To achieve maturity, self-control and Christian attitudes toward lawful authority, one's peers and one's duty in life.
- To provide a classroom situation conducive to learning.
- To teach consideration and courtesy for others.
- To maintain order: moral, mental and social.

#### **B. Student-Teacher-Parent**

Conduct is maintained in the classroom or school when there is evidence of a cooperative spirit between principal, teacher and students. Therefore, anyone who does not adhere to the regulations deemed necessary for a good learning situation and an ordered atmosphere is acting in a manner detrimental to the welfare of the other students. Teachers will take the means they feel necessary and reasonable to correct any inappropriate behavior. Teachers will inform parents of recurrent problems by means of a telephone call, written note and/or conference.

### **Catholic Schools chain of command**

1. Teacher
2. Principal - Benjamin Villarreal
3. Pastor - Rev. Bernadito Getigan
4. Superintendent of Schools - Joan Wilmes
5. Diocesan Safe Environment Coordinator - Mike Wyse
6. Bishop Michael J. Sis

### **C. Learning Life Skills**

Positive conduct is a behavior modification process which helps the student deal with problems and decides how to cope/handle with them. This is taught and learned first in the home. To help the child in school we encourage parents to adhere to the following guidelines:

- Guide the child to model the life of Jesus and thus demonstrate in word and action consideration and concern for others.
- Teach the child to be respectful and courteous at all times to those entrusted with their guidance and education.
- Show interest in the school by attendance at all school sponsored functions and by active participation in school related organizations.
- Stress the importance of being prepared for school by keeping up with work, materials and books.
- Help the child to be tolerant of teachers and classmates whose home environment is different from theirs.
- Encourage and guide the child to wholesome friendships, interests and activities.
- By understanding school rules, parents can urge the child to comply and cooperate with the school. Should a problem arise, first consult with the child's teacher, and then, if necessary, with the principal.

### **D. Norms for All Students**

- Students are expected to enter and leave the building in a quiet and orderly manner.
- Before school, students are expected to remain in designated areas.
- During recess, which is supervised by school personnel, students must remain in play areas unless granted permission by the supervisor to enter buildings.
- Students will conduct themselves in an orderly manner in the cafeteria. Talking in an acceptable tone/loudness to the nearest neighbor is permitted with the supervisor's permission.
- All students must have the necessary classroom supplies. Borrowing and loaning supplies can be disturbing to both teacher and students.

### **Catholic Code of Conduct for Parents/Guardians**

As my child's most important educator, I understand that I teach my child best by

my own example of reverence, responsibility, and respect. I ask SMCCS to assist me in forming my child as a disciple of Jesus Christ. I understand that my child's teacher is a dedicated professional who makes many sacrifices to teach in a Catholic school. In order to show my cooperation, support, and thankfulness:

I will have my child in school on time every day with the necessary school supplies and appropriate dress.

I will show respect for the teacher and any other adult in authority at all times, regardless of what I may think of their actions or say to them in private. This includes: coaches, athletic officials, moderators as well as representatives from other schools.

I will never lie to the pastor, the principal, or the teachers, or other school personnel to protect my child from the consequences of his/her behavior.

I will stop rumors. I will work toward and contribute to a unified environment.

I will go to through the proper channels when I have a problem. I will schedule appointments with appropriate personnel.

I will speak respectfully and with kindness and courtesy to students and other parents/guardians/adults at all times, especially when there is any disagreement.

I will speak to the teacher or adult in charge before I accept my child's version of an incident. I know the good of all children comes before my child's needs or wants.

I will follow the school's rules, calendars, deadlines, and expect my child to do the same even when I may disagree.

I will pledge to do my best to work toward a united and peaceful school environment.

I will not participate in demonstrations against the school, its personnel or decisions.

I will uphold this Code of Conduct at all school-related functions including but not limited to conferences, meetings, athletic events, plays and any other school sponsored programs, both on and off campus.

Refrain from the use of drugs, alcohol, or tobacco at any school related function.

I will abide by this code of conduct while my child is enrolled at Saint Mary's Central Catholic School.

I have read this Code of Conduct and will support and abide by this code. I will also ensure that any relative or friend who acts as my agent in any capacity

understands this policy and will agree to support it.

I understand that if my actions or the actions of anyone I assign as my agent are deemed by the school's administration to be in violation of this code I may be reprimanded and or expelled from Saint Mary's Central Catholic School.

### **DRUGS/ALCOHOL/TOBACCO**

The possession, sale, and/or use of alcohol, drugs, tobacco, or any other controlled substance on the school campus or buses is strictly forbidden. Violation of this rule will result in immediate suspension and/or expulsion and will be reported to the appropriate law enforcement agencies.

### **INFRACTIONS/RULES**

Students committing infractions are disciplined according to the severity of the rule being violated. Unacceptable behavior may be dealt with by suspension, expulsion or alternative educational opportunities.

The following infractions constitute offenses for which students are strictly accountable:

- A. Threatening a student, teacher or other school personnel.
- B. Willful defacing of, the theft of or destruction of school, Church or personal property. The student and/or guardian will be required to repair or replace damage.
- C. Possessing or using firearms, other explosive devices, lasers, lighters, knives or sharp instruments are grounds for automatic expulsion.
- D. Initiating a fight or participating in the fight.
- E. Using forged notes or forged official signatures.
- F. Refusing to comply with any reasonable request of any teacher or other school personnel.
- G. Committing an act of defiance, either in language or action, on the school campus.
- H. Leaving class and/or school campus without permission.
- I. Disrupting class while in session, misbehaving in classrooms, rest rooms, hallways or any assembly.
- J. Truancy
- K. Cheating and copying
- L. Stealing
- M. Verbal, physical, electronic, cyber and psychological student harassment.
- N. Possession of or under the influence of dangerous drugs, alcohol or chemicals.
- O. Wearing apparel that is inappropriate in an academic setting.
- P. Inappropriate display of public affection-kissing, touching, fondling, etc.
- Q. Vulgar language
- R. Immorality
- S. Hazing
- T. Demeaning Behavior
- U. Vandalism (of any nature to any school campus or church areas)

Mutual Combat is a direct violation of code conduct and will result in automatic will result in an automatic 3 day out of school suspension of the students that are involved with the first offense. If a second offense occurs expulsion will be mandatory. There are no exceptions to this rule. Fighting is not allowed anywhere on the premises.

## **PROCEDURE FOR HANDLING CONDUCT ISSUES/PROBLEMS**

Two important lessons of life are to learn that choices have consequences and that we are responsible for our choices. Disciplinary action is designed not only to correct conduct but also to encourage and motivate students to become responsible citizens of the school community. Teachers and administrators use their professional judgment to determine appropriate action based on seriousness and frequency of the offense, student age, ability and functional level, attitude and the effect on the school environment. The teacher is expected to maintain proper discipline with all students at all times. Anecdotal records will be kept by the teacher on serious problems which are referred to the principal.

If a student makes a choice that violates school or classroom rules one or more of the following actions will be taken as a result of an infraction of the rules:

- Classroom Consequences can include withdrawal of privileges or time apart from a classmate, written assignment related to the inappropriate choice
- Logical consequences (i.e. making a mess at the lunch tables-cleaning tables, damaging property-making restitution for damage)
- Parent notification
- Student, parent, teacher and/or administrator conference
- In-school suspension (the expense of the ISS substitute for the day is at the parents expense)
- Out-of-school suspension
- Expulsion

Student offenses will be considered and dealt with on an individual basis, and each offense will be dealt with according to its seriousness.

Three Serious Infraction Notices in one grading period will result in an in-school suspension (ISS). The parents are responsible for the cost of the substitute to supervise the student for in-school suspension. During in-school suspension, the student will be responsible for all the assignments during the day. Test credit will be determined by the administration. In-school suspension will be held on the Friday following the third Serious Infraction Notice. **Children in ISS may NOT participate in any school activity for that day.**

## **SUSPENSION AND EXPULSION**

### **A. Suspension**

Suspension is considered a severe action and, therefore, is not taken lightly. Its intent is to aid parent and child to work together to arrive at the best solution to the problem. Only the administration is authorized to suspend students.

#### **1. In-School Suspension (ISS)**

The student is allowed to attend school, but is isolated from their classmates. Time will be devoted to assigned class work and to working out the problem which caused the suspension.

Assignments may be graded with limited points. The parent will pay for a substitute to supervise the student during in-house suspension

## **2. Out of School Suspension (OSS)**

A grade of zero is recorded in every class a student misses while suspended with no opportunity for makeup. Any assignments made prior to the suspension and becomes due during the suspended period will be accepted, but will be treated as any late assignment with penalty points being deducted.

## **B. Expulsion**

Expulsion is the most severe action taken by the school. It is the permanent dismissal of the student from the school. Prior to taking this action, the principal will consult with the parish pastor. Circumstances leading to the expulsion are:

1. Delinquency, immorality or an act which constitutes a definite menace to other pupils or school personnel.
2. Chronic and incorrigible misbehavior which undermines classroom discipline and impedes the academic process for the entire class.

\*\*\*Fighting and misconduct that involves mutual combat will be automatic expulsion\*\*\*

## **C. Procedures for expulsion**

1. Teacher, principal and pastor will evaluate the recommendations for expulsion and review carefully the written data.
2. The principal gives oral and/or written notice of charge to student, parent or guardian.
3. The student is given the opportunity to present his version of the incident in question.
4. The student is suspended until final action has been taken.
5. The parent or guardian is offered an opportunity to confer with the principal before the final decision.
6. Records of the proceedings are kept by the principal and filed in the school office.
7. After all the necessary consultations, the principal will make the final decision and communicate the decision to the significant persons.

## **SAFE ENVIRONMENT POLICY-DIOCESE OF SAN ANGELO CHILDREN / YOUTH BEHAVIOR**

(Catholic Schools, Religious Education, Other Youth Programs)

Manual of Diocesan Policies of San Angelo (Policy #5141.1)

Church personnel will strive to ensure that children/youth model behavior that maintains a safe environment for themselves and others (children, youth, adults) and witnesses in word and deed their discipleship in Jesus Christ. *(Adapted from NFCYM Policy for Protecting Youth People.)*

An important component of Safe Environment Training for Children/Youth is Prevention Training that fosters a sense of safety, sensitivity and responsibility in peer relations between children and youth. Christian behavior is integrated throughout the curricula of the Catholic

School/Religious Education Program. Parents and students are to be made aware of expected behavior at the beginning of the year and integrated throughout. This will be accomplished through the use of the Diocesan Guidelines for Student Behavior and the Diocesan Safe Environment Program.

In accord with the call to be peaceful followers of Christ, and with the state law, the Diocese will not tolerate any type of bullying or intimidation. Bullying and intimidation include engaging in written, electronic, or verbal expressions or conduct that has the effect of physically harming a student, damaging a student's property, or placing a student in fear of harm to one's self or property severe enough to create an intimidating, threatening or abusive educational environment for a student.

Catholic Schools, Religious Education and other youth programs are to have specific rules to deal with youth misbehavior.

In the event of a serious incident between minors (one that sexually, physically, verbally or psychologically harms another) who are supervised by Church personnel, an Incident Report needs to be completed, after first going through the proper levels of authority, and submitted to the appropriate level of authority that will deal with the incident. Some examples of serious incidents might include but not be limited to: inappropriate sexual touching, physical violence causing injury that requires professional medical care or hospitalization or situations requiring a response from law enforcement officials. When necessary, incidents will be reported to the proper Diocesan authority.

**Steps to take in reporting serious incidents among children/youth regarding:**

- Sexual, physical, verbal, electronic or psychological abuse incident involving peers
- Sexual, physical, verbal, electronic or psychological abuse incident between peers when one is 3 or more years older than victim

1. Gather all information and evidence on sequence of events
2. Talk to Teachers(s) or one in charge
3. Talk to Youth involved (all parties)
4. Talk to Parent(s)
5. Talk to other involved parties and witnesses
6. Send report to appropriate level of authority

**Reporting Procedure Sequence**

Parents of children and youth involved in any incidents should always be informed of the incident and pending actions.

**Catholic Schools chain of command**

1. Teacher
2. Principal

3. Pastor
4. Superintendent of Schools
5. Diocesan Safe Environment Coordinator
6. Bishop

Children and youth involved in any incident are to be disciplined by the proper level of authority according to the severity of the action, in accordance with written rules of the Catholic School, ..... This might include a warning, reprimand, suspension, other appropriate actions or expulsion from the Catholic School, ...in which the youth was a participant when the incident occurred. When necessary, law enforcement officials are to be contacted in accordance with current civil laws. Students involved in the Catholic Schools, ... and other Church sponsored programs must be made aware that they can report abuse involving either themselves or peers to one of the following:

- Parents
- Teachers
- Principals
- Pastor
- Diocesan Safe Environment Coordinator

Efforts should be taken by the appropriate level of authority to work for healing with youth and families involved or affected by serious incidents and professional counseling, spiritual guidance and other assistance should be provided if deemed appropriate. It is expected that the parents of children or youth who have caused injury to another child or youth will be liable for any costs incurred for medical care or counseling attributable to the incident.”

*\*The Diocese of San Angelo Safe Environment Program protects adults and children from sexual, physical, verbal and psychological abuse. Bishop Pfeifer has added a policy regarding children and youth behavior and defines threatening or bullying behavior and the consequences of such behavior. (page 30)*

### **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities such as sports, fine arts and special programs are offered to students at SMCCS. Students who participate must meet the following requirements:

1. Have parental permission
2. Meet eligibility requirements.
3. Signed forms.
4. Paid fees.

Adults driving students (other than own child) to athletic or extracurricular events must meet diocesan requirements; provide proof of appropriate insurance coverage, background check and Ethics workshop.

## **FUNDRAISING**

Every family is required to volunteer at least 15 fundraising hours a year to the school for fundraising events that occur throughout the school year. If the hours are not logged and completed by the end of the school, an additional amount to be determined will be added into the total cost of tuition for the school year. In addition to the volunteer hours, each family is required to purchase or sell all raffle tickets for our spring raffle and purchase or sell 4 boxes of chocolate . Price to be determined. Please see Fundraising Agreement for details.

## **Tuition**

### **2018-2019 Discounted Tuition (with required fundraising)**

<b>DISCOUNTED ANNUAL TUITION</b>		
Pre K	Single Student	\$4,750
K thru 8 <sup>th</sup> Gr.	Single Student	\$4,725
Pre K – 8 <sup>th</sup>	2 <sup>nd</sup> Child	\$3,745
Pre K – 8 <sup>th</sup>	Each additional child	\$2,700

### **Full Tuition without Fundraising**

PK-8th grade Each student \$7,000.00 Per School Year (No Fundraising required)

Tuition is yearly and may be paid in Full, 2 equal payments (1 in August and December of the current school year). All tuition payments made in Full, Two equal payments and monthly payments must go through FACTS Tuition management. Parents must set up an account with FACTS tuition management and set up a payment plan each school year.

### **INVOICE TUITION ACCOUNT**

If a payment plan is not set the school will set an invoice account with FACTS Tuition Management by the administration. An additional fee of \$100.00 will be applied to account and 10% fee for payments not made by August 20th and December 20th of the current school year.

### **Tuition Payment date change or late tuition payments**

Tuition payment date may be changed once in a school year. After that there will be a fee of \$25 per request. Late payments will be charged \$25 each month unless prior arrangements have been made.

### **Scholarships**

Scholarships are awarded on an emergency basis, an application must be picked up in the front office and submitted to Mayra Canales. No scholarships will be awarded during the months of December and January emergency.

## **FIRE /TORNADO/LOCKDOWN DRILLS**

Fire drills are held in the school regularly. Tornado drills are conducted at the beginning of the season. A lockdown drill is conducted annually. A parent note will be sent home when a lockdown drill has been conducted.

### **Fire Drills**

Fire drills are essential to insure the safety and wellbeing of all connected with the school. Procedures and maps are to be posted near each classroom exit. The following procedures will be followed during a fire drill.

- Emergency evacuation map will be posted near the door in each room. The map will indicate the primary and alternate exits and the evacuation area to which all occupants should proceed to when leaving the building. The evacuation map and routes will be discussed with each class using the room, during the first day(s) of the school year.
- A distinct fire alarm signal will be used for fire drills only. An administrator will give a signal to indicate that it is time to reenter the building.  
No person is to remain in the building during fire drills.
- Evacuation areas will be at least 50 feet (100 feet, if possible) away from buildings and out of driveways.
- Students should move quickly, quietly and in an orderly manner through the assigned exit to the assigned evacuation area. Students should leave behind all books and other property. Students should not talk at any time during the drill.
- The teacher will be responsible for:
  - Assuring that the classroom door is closed (windows, if applicable).
  - Assuring the light and any electrical equipment is turned off.
  - Maintaining order during the evacuation.
  - Scan hallways and bathrooms to make sure all students evacuate the building.
  - Assigning students in the classroom to hold the doors open as the class exits the building.
  - Taking their class roster and checking roll when the class is in the assigned evacuation area. If all students are accounted for, the teacher will hold up a green card. If students are missing, the teacher will hold up the red card. The name of any student not accounted for will be reported immediately to an administrator.
- Return to the classroom quietly.

### **Severe Weather Drill**

Severe weather drills (tornado, storms, etc.) are essential to insure the safety and wellbeing of all connected with the school. Procedures and maps are to be posted near the door in the classroom. The following procedures will be followed during the severe weather drill.

- If there is a tornado or severe weather warning, teachers will be notified by the office.

- In case of a tornado or severe weather warning, a disaster drill will be initiated through an announcement.
- After the drill is announced:
  - Teachers will move students to designated hallways or classrooms.
  - If possible, students should take a hardback book for additional head protection.
  - Students should kneel on the ground with their heads against an interior wall with their face covered and book over the back of their necks (use discretion as to how long students are kept in this position).
  - Keep students calm and quiet during the drill so additional instructions will be heard.
- Once the drill is over, an announcement will be made by the designated staff.
- Return to the classroom quietly.

### **Shelter in Place**

The following procedures will be followed during a Shelter in Place:

- The designated staff will make an announcement.
- After the announcement, teachers, students, office staff, custodians, cafeteria staff and any visitors **MUST** go to a classroom or area of safety.
- Once all areas are secured, teachers/office/cafeteria may continue with normal activities in the classroom until the SIP is over. However, no one should enter or leave the building.

### **Lockdown (Continue with Normal Activities-Possible danger outside of building)**

The following procedures will be followed during a lockdown:

- The designated staff will make an announcement.
- After the announcement, teachers, students, office staff, custodians, cafeteria staff and any visitors **MUST** go to a classroom or area of safety **NO MATTER WHERE THEY ARE IN THE BUILDING.**
- Teachers and staff should quickly scan the halls for students and visitors to come into the classroom **WHETHER THEY ARE YOUR STUDENTS/VISITORS OR NOT. Close and lock your door or windows if applicable.**
- If students are outside, they should report to the closest classroom or safe area.
- The gym and kitchen will secure their areas.
- Once the lockdown is over, the designated staff will make an announcement of next procedures to follow
- **DO NOT OPEN YOUR DOOR FOR ANYONE.**

### **UNWRITTEN REGULATIONS/RIGHT TO AMEND**

This Parent-Student Handbook is limited in content. Due to a constantly changing world, emphasis has been placed only on those things deemed most beneficial to the students and parents of Saint Mary's Central Catholic School. It would be impossible to cover all problems which may arise in the future. When an abuse develops, great efforts will be made immediately

to eliminate it. **Anything that distracts from the spirit, education, philosophy or dignity of Saint Mary's Central Catholic School**

*Saint Mary's Central Catholic School reserves the right to amend this handbook. Parents and students will be notified of any changes.*



## TECHNOLOGY ACCEPTABLE USE AGREEMENT

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Saint Mary's Central Catholic School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, toner cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.

As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of believe that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

*With my signature I am agreeing that I have read and understand the above technology policy for Saint Mary's Central Catholic School. If any part of the policy is violated consequences will be given by administration and being up to technology privileges may be revoked:*

Signature

---



# St. Mary's Central Catholic School

1703 North Adams | Odessa, Texas 79761 | (432) 337-6052

*Students in the 6<sup>th</sup>-8<sup>th</sup> Grade will be issued a laptop to school for educational use. It is our belief that if reasonable precautions and care are taken in the use of the laptop, the laptop should not experience physical damage, loss or theft. Each student and parent is asked to read this form carefully.*

*Both the parent and the student are required to sign this document.*

1. We understand and agree to abide by the rules and regulations already in place as a part of the Computer Agreement we have signed.
2. We understand that the student, with the support of the parent, is responsible for the daily care and maintenance of the laptop. Purchase of a laptop case that provides adequate protection is required by the student for use of the laptop.
3. We understand the laptop should be in its case when being transported as a reasonable precaution against damage.
4. We understand we are responsible for all repair/replacement charges associated with the laptop. *To replace the issued Acer Chromebook in its entirety is \$300.00.*
5. We understand the school is not responsible for any lost or stolen laptops. Should this happen, we will notify administration immediately and we understand a police report must also be filed.
6. We understand the use of the laptop on/off school grounds is to be used for educational and research purposes only. Any misuse of the student laptop will result in consequences, including possible loss of laptop privileges.
7. We understand students are only allowed to access the Internet during the school day with the permission of a Teacher and the teacher will monitor any and all activity that is done on the laptop.

*A signature below signifies that the student and parent has read, and acknowledges the above. Please return to your child's homeroom teacher*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# St. Mary's Central Catholic School

1703 North Adams | Odessa, Texas 79761 | (432) 337-6052

## STUDENT/PARENT HANDBOOK AGREEMENT

I have read the Central Private Student/Parent Handbook and agree to abide by the regulations set forth in it during attendance at Saint Mary's Central Catholic School.

## CONTRACT ACKNOWLEDGEMENT FORM

I, the undersigned, have read and acknowledged each of the following contractual policies included in the 2018-2019 Saint Mary's Central Catholic School Handbook. I understand that continued enrollment at SMCCS is conditional on acceptance of and compliance with the provisions of the policy and that violation of the policy may result in disciplinary consequences and or immediate termination from SMCCS.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Saint Mary's Central Catholic School  
Parent-Student Handbook Agreement 2018-2019**

The Parent-Student Handbook has been drawn up to help our families and students gain the greatest possible benefit from the school experience. It is important that each student understands the handbook requirements and be encouraged to follow the rules and regulations included with it. Please read through the handbook and sign this form. Return this form to the homeroom teacher or school office. You and your child's signature will certify that you have read the handbook, understand the contents and acknowledge the responsibilities outlined in it.

We have read the **2017-2018** SMCCS School Parent-Student Handbook and agree to follow the policies and procedures as stated.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**2018-2019 Grade**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**2018-2019 Grade**

**SMCCS SCHOOL PHOTO-VIDEO RELEASE**

I hereby give permission for my son(s)/daughter(s) \_\_\_\_\_ to be photographed or videotaped at Saint Mary's Central Catholic School. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The photo/video may be used for informational or educational purposes regarding the programs or curriculum at Saint Mary's Central Catholic School.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Return signed Parent-Student Handbook form to the office.**

# SAINT MARY'S CENTRAL CATHOLIC SCHOOL ATHLETICS 2018-2019



1703 N. Adams  
Odessa, Texas 79761  
(432) 337-6052  
Fax (432) 334-2942  
[www.smccsodessa.org](http://www.smccsodessa.org)

***“To teach as Jesus Taught”***

Saint Mary's Central Catholic School does not discriminate on the basis of sex, race, or national origin in the enrollment and participation of students or the employment of personnel. The school/administrator retains the right to amend the handbook for just cause. Parents/Students will be given prompt notification if changes are made.

Revised 2018

# Saint Mary's Central Catholic School Athletics

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# St. Mary's Central Catholic School

1703 North Adams | Odessa, Texas 79761 | (432) 337-6052

## **INTRODUCTION**

The following handbook was constructed in order to provide a defined atmosphere for an efficient athletic program and ultimately to ensure an enjoyable and worthwhile experience for all of our student athletes, fans, faculty, and parents. The athletic handbook is designed to coincide with the Saint Mary's Central Catholic School Student Handbook and not to contradict any of the core values of our school. Student athletes are to be held accountable and are responsible to adhere to the rules and regulations contained within this handbook.

## **PHILOSOPHY**

The athletic program at SMCCS has traditionally been, and is, an important aspect of our complete educational program. No sport or athletic program, however, is designed to supersede any academic areas, but rather supplement the students' academic experiences. Athletics are conducive to the successful development of a student's physical, mental and social self while teaching self-discipline, skills and team work.

Our mission is to foster a Christian environment for the athletes and to facilitate them in reaching their goals, forming winning attitudes, developing leadership skills and succeeding in other aspects of school and life.

## **ACADEMICS**

Every player must realize that they are student-athletes and that they are first and foremost students. Sports can be very beneficial for students but the athletic program is a privilege and considered to be an extra-curricular activity. Athletes are responsible for planning adequate time for studies to ensure acceptable grades. Athletes must be passing all subjects with a grade of 70 or higher and not accumulate more than 3 zeros in any given subject. Additionally student must be in good standing in conduct. We will conduct grade checks every week. An athlete who fails to meet these guidelines will be ineligible to participate in athletics for a one week period, assuming that his or her grades/conduct are passing at the end of this period; otherwise, the student will have one more week of ineligibility. Athletes who habitually fail to comply with academic guidelines are not only invalidating.

Saint Mary's Central School Athletic program, but are showing neglect in regards to the main purpose of school, which is academics. Any athlete who is academically ineligible will attend tutorials until the probationary period is over or the season ends. An athlete who is academically ineligible may attend games, but will not dress out or participate in a game for that week.

## **CONDUCT**

Student athletes are expected to maintain high standards of conduct, self-discipline and citizenship in and out of the classroom. In order for athletes to be eligible to participate in athletics, they must receive adequate conduct ratings in the classroom. If any athlete obtains any conduct mark unbecoming a student, he/she will be ineligible to participate in athletics for one week. Additionally, any student who is placed in (ISS) In School Suspension for any disciplinary offense will be ineligible to participate in any school related activity for that day.

Any student athlete's display of unsportsmanlike behavior that might discredit Saint Mary's Central Catholic School may be declared ineligible for athletic competition or participation by the coach, athletic director, or school administration. Any parent volunteer in a coaching position is also held responsible to the same standards.

School administrators, athletic director, and coaches will respect and support the decision of a parent to remove his or her child from a team for any reason. However, once the child is removed, he or she may not return to that team for the remainder of the sport season. Also, participating in a sport is a serious commitment made to the school, team, and coach. An athlete quitting a team disrupts team unity and can possibly deprive another student the opportunity to participate. Therefore, any student that quits a team during a sport season will not be allowed to participate in another sport for the rest of the semester. All student-athletes will be provided with a one week grace period at the beginning of each sport season to remove themselves from a team without penalty.

## **RESPONSIBILITIES**

Participation in athletics, as noted above, is an extra-curricular privilege with accompanying responsibilities to the school, the staff, the parents, and the community and to oneself. All athletes and coaches at Saint Mary's Central Catholic School are to exhibit good sportsmanship at all times. Athletes should shake hands with the opposing players following games and display cordiality. Verbal and/or physical attacks on officials, coaches, players, fans, etc. will not be tolerated and such acts will be subject to discipline by the coach. Athletes and coaches must represent SMCCS in a positive manner.

Some specific responsibilities expected of SMCCS athletes:

1. Maintain an exemplary behavioral record by treating fellow students, teachers, staff, coaches and other administrators with respect.
2. Maintain a passing grade of 70 in every class at all times.
3. Be committed to attend all of the practices, games and related events for the sport in which you have chosen to participate.
4. Display good sportsmanship at all games, practices, etc. Adhere to all of the rules provided in this handbook and any rules created by your coach.
5. May not receive no more than three conduct marks per week. If any athlete obtains more than three conduct marks per week, he/she will be ineligible to participate in athletics for one week. Additionally, any student who is placed in (ISS) In School Suspension for any

disciplinary offense will be ineligible to participate in any school related activity for that day.

If your son/daughter is participating in volleyball or basketball at St. Mary's Central Catholic School, it will be mandatory that each student **athlete's parent(s) serve at least four hours of volunteer time** during the two sport seasons. Volunteer opportunities can include working the clock, keeping the books, line judging, etc. Before the season, a parent meeting will be held and volunteer opportunities and schedules will be discussed.

## **TRANSPORTATION**

Transportation to/from practices is the sole responsibility of the parents. Please be sure that your son or daughter is picked up promptly at the end of each practice. If the student athlete is not picked up 15 minutes after practice, he or she will be sent to extended day.

Since there is no school transportation, parents are asked to help with transportation. There are diocesan and school policies that must be met. All parents transporting students to and from games must have a background check, attended an Ethics and Integrity workshop as well as certain liability limits on automobile insurance. Carpooling, understandably, will often be necessary; however any parent transporting children other than his/her child will need to have current automobile insurance forms on file in the school office. According to the diocesan safe environment program, there must be two adults in a vehicle transporting players to and from games. The school office must have a signed permission slip on file. The school office or coaching staff must have a list of students and who they will be traveling with for out-of-town games. For information needed with regards to transportation, contact the school office (432-337-6052).

## **DRESS CODE**

Saint Mary's Central Catholic School believes appropriate attire demonstrates respect for others and self. The dress code compliments our Catholic values to help students develop a sense of modesty and appropriate taste. Our goal is to foster school unity and pride in our identity.

Team uniforms are the sole property of SMCCS. All uniform attire must have the final approval of the athletic director and administration. One of the duties of the coach/athletic director is the distribution and collection of uniforms. Athletes are obligated and responsible for the care of the uniforms. Any damaged uniforms or uniforms that appear to have exceeded normal wear will be replaced by the student (the replacement cost will be given by athletic director). Uniforms must be cleaned prior to returning to the athletic department. All uniforms must be returned within one week following the season's final game or student will be charged replacement cost. Report cards will be held uniform replacement has been resolved.

Dress code prior to and following games will be in compliance with the Saint Mary's Central Catholic School Student Handbook and must follow the out of uniform/free dress policy as stated. Students must wear appropriate pants and shirts. Shorts may not exceed 5 inches above

the knee. The Athletic Director/Administration reserves the right to ask a student to change into appropriate attire at any time.

## **PARTICIPATION**

All athletes will be required to take a physical to participate in the athletic programs at Saint Mary's Central Catholic School. Parents must also sign a waiver form and complete an emergency contact information sheet for their child. In order to play in a game the student-athlete must be in attendance for the full day of class instruction on game day unless the student had a doctor's appointment which would require a doctor's note.

While participating on an athletic team at Saint Mary's Central Catholic School, student athletes are permitted to participate in other sports outside of school during the sport season. However, outside participation must not interfere with the team schedule for practices and games. School athletic events always take precedence over outside events and/or practices.

### **Basketball & Volleyball 5<sup>th</sup> and 6<sup>th</sup> Grades:**

There will be a combined fifth and sixth grade team for basketball and volleyball with separate boys and girls teams. The fifth and sixth grade sports program is designed to teach fundamentals, rules and concepts, stress Christian fellowship and foster self-confidence and teamwork. No students will be cut, and all will play. Participation is all inclusive and every player will be guaranteed some playing time every game. However, playing time is at the coach's discretion, and there are not any minimum play time requirements and/or equal playing time rules. If there are enough players for multiple teams for either girls or boys, then teams will be divided and selected by the coaches, athletic director and administration.

### **Basketball & Volleyball 7<sup>th</sup> and 8<sup>th</sup> Grades:**

Separate boys and girls teams will be established when possible. The volleyball and basketball teams will be separated into seventh and eighth grade teams. In the event there are not enough players for either of the teams, we will combine seventh and eighth graders to form one team.

The seventh and eighth grade sports program will focus on the same core principles as the fifth and sixth grade program, but will have an increased emphasis on competitive and strategic elements within the game. No students will be cut or denied a position on a team; however, players are not guaranteed playing time in games. Playing time is under full discretion of the coach.

Playing time factors will include, but are not limited to: skill, practice attendance, effort, sportsmanship and academics.

## **PARENT AND SPECTATOR EXPECTATIONS**

The role of the parent and spectator is to support the student athletes in a positive way. In the event that a parent has a concern with an issue in the athletic department, please observe the “24 Hour Cushion” before you approach a coach or coaches. Coaches will naturally and deliberately reflect on game situations and decisions. They will need time to process their decisions before being approached with any questions or concerns. If a parent does have a concern, they need to set up a meeting with the coach. If the concern is not resolved, parents can then speak to the athletic director or school administration. During practice and games, only coaches should be the only people coaching. You may have a wealth of knowledge about sports or coaching, but “coaching or instructing” from the stands is confusing to players and disrespectful to the coaches. As in the case in athletic competition in any level, we cannot assume that all officials will be fair and competent in their actions. Regardless of the actions of game officials, it is important that parents set a positive example in dealing with game officiating. The use of profanity, racial slurs, trash-talk, and profane gestures is strictly prohibited by parents or spectators. Persons witnessed acting in this type of behavior will be reported to school administration, and can result in immediate ejection or possible suspension from future athletic events.

If a player is going to miss a practice or game, the parent should notify the coach ahead of time when possible. Once a player misses more than three practices/games (not including illness from school or other excused absence), the player can be suspended or dismissed from the team at the discretion of the coach with school administration approval.

During football, volleyball, and basketball practices, parents are not allowed to congregate on the football field or gym area.

## **WEATHER POLICY**

In the event of poor weather conditions on game/practice days, parents should check Saint Mary’s Central Catholic School’s website for game/practice cancellations. If there is no message about a game/practice cancellation, the scheduled game or practice will be held at the scheduled time. Every effort will be made to make any cancellation decisions for practices by 12:00 PM.

For all outside sports, in the event of thunder, coaches should be actively looking for signs of lightening. Play can continue if there is no sign of lightening, and if weather conditions permit the athletic event to continue. If there is any sighting of lightening, no matter how distant, all play must cease. Everyone must leave the football field, tennis court, or track area and take cover in a covered shelter. School coaches are responsible for issuing this directive to all players and

parents. In order for play to resume, there must have been no lightening for thirty minutes since the last sighting.

## **FEES**

Each student is required to pay a participation fee per sport played. This fee is required in order to pay for officials, entry fees for tournaments, equipment and awards.

**Saint Mary's Central Catholic School**  
**Athletic Handbook**  
2018-2019

We have read the 2018-2019 Saint Mary's Central School Athletic Handbook and agree to follow the policies and procedures as stated.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**SIGN FORM AND RETURN TO THE COACHES OFFICE WHEN REGISTERING FOR, BASKETBALL, VOLLEYBALL, TRACK.**